

LOCAL ADMINISTRATIVE PROCEDURES NOT COVERED BY NCDOT SPECS

The following is a list, though not complete, of additional information the LGA may want to include in the bid proposal. As long as the information presented does not contradict NCDOT or FHWA specifications it may be added.

1. Acknowledgement of Addendums during the advertisement period
2. Delivery of Bids – Date & time due, where to deliver, who to address to
3. During advertisement who to address Bid Proposal Questions to
4. Who will be performing On-site Testing Services and Inspection
5. Who will be performing Survey, Layout, Construction Staking (LGA or Contractor)
6. Local Insurance Requirements and Indemnification of LGA
7. Privilege licenses
8. Local Noise Ordinances
9. Pre-bid meeting, Preconstruction Conference, Weekly Coordination Meetings, Month Progress Meetings, Pre-Installation Meeting, Schedule of Operations, Construction Schedule
10. Contractor work hour restrictions or night work
11. Whether staging area will be provided by LGA
12. Field Office requirements
13. Whether a municipal water supply will be provided
14. Notice of Award and Notice to Proceed
15. Authority of Engineer, Owner, Consulting Engineer, Resident Engineer, Resident Project Representative

16. Coordination with other Contractors, Coordination with Municipal Agencies, School System Notifications, Emergency Notifications, Accident Reporting
17. Delivery and processing of submittals, Shop Drawings or Working Drawings
18. Request For Information (RFI) Procedures
19. Schedule of Values (for payments)
20. Photographic or Video Documentation
21. Pressure Testing and Sanitation of Waterlines more stringent than NCDENR
22. Sales Tax
23. Rules of Mediation
24. As-Built Drawings – For projects off NCDOT ROW local procedures apply
25. Building Permits Required
26. Weather Delays
27. Drug Free workplace – 40 CFR 32

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